

# City of Hahira

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Hahira, Georgia 31632



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Mayor Bruce Cain

Councilmen: Mayor Pro Tem Tony Rosatti, Kenneth Davis, Mason Barfield, Louise White  
City Manager Jonathan Sumner

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## MAIN STREET ASSISTANT / (FULL- TIME)

### PURPOSE

The City of Hahira is seeking full-time help to assist with the Main Street Program.

### ABOUT THE MAIN STREET PROGRAM

The City of Hahira Main Street Program serves our community through coordinating special events, educational outreach, marketing, assisting with economic development, and much more. In August 2018, the City of Hahira entered into a Memorandum of Understanding (MOU) with the Georgia Department of Community Affairs (DCA), Office of Downtown Development to participate in the Georgia Downtown Affiliate Network. As a member of this network, the City of Hahira has demonstrated a commitment to comprehensive community revitalization, meaningful economic, social, physical and organizational improvements in the downtown historic commercial district.

### DUTIES

The assistant will work directly with the Main Street Director and responsibilities will vary.

Activities will include, but are not limited to:

- Assist in planning and facilitating special events for the City of Hahira.
- Research and develop community information to be utilized for marketing (e.g., website, social media, brochures, etc.)
- Collecting local business information.
- Assist with drafting press materials and newsletter articles, record keeping, etc.
- Maintaining and reporting necessary documentation to DCA

### PREFERRED QUALIFICATIONS

- Strong communication skills (verbal and written)
- Efficient time management
- Ability to work independently
- Mindful of deadlines
- Detail-oriented
- Energetic personality
- Creative
- Proficient computer skills

### COMPENSATION

- \$13.30 per hour
- Estimating 40 hours per week; however, may vary due to workload. All hours must be pre-approved by the Main Street Director.
- Some Saturdays are required.

This position will remain open until filled. To apply, please email a cover letter and resume to Jennifer Price, Main Street Director at [jprice@hahiraga.gov](mailto:jprice@hahiraga.gov) with subject line: Main Street Assistant / Intern

*Visit the Hahira website at [www.hahiraga.gov](http://www.hahiraga.gov) and find out about our town.  
An Equal Opportunity Employer*